TO   :   Area Records Officer

FROM   :   Chief, Records Management Staff

SUBJECT: Measuring Effectiveness of the Records Disposition Program

1. As you know, the records disposition program is based on the development and use of records control schedules in all components of the Agency. The schedule is a master plan for controlling growth of records accumulations and is a basic action document that will keep records moving out of high cost office space and filing equipment as rapidly as possible.

2. Development of records schedules within the Agency is nearing completion. Our next step in establishing a continuing and adequate disposition program is to find out how effectively these schedules are controlling records holdings. Volume data on records holdings, disposals, and transfers to the Center for a given period are essential for such a measurement. For this reason I would like to have you forward to me within 30 days of the close of each fiscal year a statistical summary giving the following information:

(a) Cubic feet of records on hand at the beginning of fiscal year.

(b) Cubic feet of records disposed of during the fiscal year. (Do not include records disposed of by the Records Center)

(c) Cubic feet of records transferred to the Records Center during the fiscal year. (The Records Center can give you this information)

(d) Cubic feet of records on hand at the end of fiscal year. For purposes of this report, volume may be calculated according to the following table of cubic foot equivalents:

Letter size filing cabinets	–	$1\frac{1}{2}$ cu. ft. per drawer
Legal size filing cabinets	–	2 cu. ft. per drawer
Card files		
3x5	–	1/10 cu.ft. per 12 in. drawer
4x6	–	1/6 cu.ft. per 12 in. drawer
5x8	–	$\frac{1}{4}$ cu.ft. per 12 in. drawer
Tabulating cards	–	1 cu.ft. per 10,000 cards
Map cases or outsize equip.	–	Inside cubic measurement

3. Once we have compiled this information on an Agency wide basis it will be incorporated in the annual report of accomplishments required for measuring effectiveness of the records management program. Please let me know if our staff can be of assistance in compiling the statistics I've requested.

25X1A9a